Position: Graphic Designer
Location: Washington DC
Posting Date: June 4, 2015

Position Summary
The History Factory, a heritage management firm with offices in Washington, DC, and Chicago, is interviewing experienced Graphics Designers for an open position in its DC office. Our clients are many of the most recognized worldwide corporations. As part of a larger creative team, you will provide strategic and imaginative creative solutions for a broad range of projects.

Graphic design assignments will cover the development of creative concepts, logo designs and communications for websites, social media, and print materials, including books, posters and toolkits. Digital deliverables include websites and interactive PDFs. Experience with graphic design for exhibits is a plus.

Responsibilities
- Develops graphic design solutions from concept to completion, and prepares visual presentations for assigned projects
- Works with client resources to confirm project objectives, deliverables and other expectations in support of project creative brief
- Collaborates with fellow creative team members on most appropriate design and media options to meet project objectives, budget & schedule
- Collaborates with program leaders to ensure client and project objectives are met
- Collaborates with production specialist on budgeting, schedule and supervision of outside services, including production contractors
- Provides advice and assistance as needed to insure optimal quality of design deliverables
- Prepares all design documentation and specifications for client review and approval prior to release to fabricators, printers, programmers, etc.

Qualifications
- A very strong portfolio of past creative work
- Bachelor's degree or equivalent work experience, and at least 5 years of experience in graphic design and digital communication
- Strong organizational skills
- Strong communication skills, both verbal and written
- Experience working in collaboration with other creative team members
- Familiarity with campaign, brand management and corporate identity work
- Extensive knowledge of digital graphic/visual design techniques and procedures
- Extensive knowledge of graphic software programs for Mac, including Adobe Creative Cloud, InDesign, Illustrator and Photoshop
- Good working knowledge of electronic production process and print production process
- Proven ability to deliver high-quality work on schedule and within budget